

StateProcurement

2012—2nd QUARTER NEWSLETTER

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SPO Online Templates

The State of North Dakota recently purchased Adobe LiveCycle Reader Extension Licensing. This software allows users to save PDF forms they complete by using Adobe Reader.

The following forms are now available in .pdf format and can be located at: <http://www.nd.gov/spo/agency/forms/>

- Alternate Procurement Form
- Complaint
- Delegation of Purchase Authority
- Emergency Purchase
- Procurement Liaison Designation
- Request for Telephone Quote

Now available in fillable format

SPO ONLINE Tips

- When issuing a solicitation on the SPO Online system, you receive an email notice which includes the direct link to the solicitation on the web site. You may provide this link to another group or agency who may want to publish the bid opportunity.
- Once you've issued a solicitation, please maintain "My Solicitations" after your solicitation has closed. You will need to make an award online and archive once the solicitation process has been completed. SPO Agency Instructions are located at: www.nd.gov/spo/agency/training/
- It's always advisable to go to the SPO web site for the most current templates.
- ALL Alternate Procurement requests MUST be sent to infospo@nd.gov.

quickLINKS

[Bidder Registration](#)

[Agency eServices](#)

[Procurement Staff](#)

[2012 Training Schedule](#)

EcoLogo Standards to be Rebranded as UL Environment

In 2010, the EcoLogo certification was acquired by UL Environment, a subsidiary of Underwriters Laboratories (UL). UL Environment helps institutions and purchasers find and choose environmentally preferable products, services, and organizations by offering access to third party resources that are freely available such as claims validations, product certifications, environment product declarations, and organizational sustainability certification.

How does this impact your agency? Due to this change, all EcoLogo certified products (distributed outside Canada) and all EcoLogo standards will be rebranded as UL Environment and contain the UL Environment Certification mark, which will replace the EcoLogo mark.



Environment

The UL Environment Certification mark provides the same assurance to purchasers that the products they purchase from vendors, suppliers, and manufacturers have been subjected to rigorous scientific testing and verification by a third party, and that the products comply with multi-attribute, lifecycle-based performance standards. UL Environment is advising all parties who specify the EcoLogo certification label to update all EcoLogo references to UL Environment. All EcoLogo standards that are rebranded to UL Environment will not possess any material changes to the performance criteria.

This change will be incorporated in the State Procurement Office's "GUIDELINES TO ENVIRONMENTALLY PREFERABLE AND BIOBASED PROCUREMENT" (June 2012), available at www.nd.gov/spo/legal/guidelines.

Environmentally Preferable and Biobased Procurement

The guidelines to Environmentally Preferable and Biobased Procurement have been updated and you may view the guidelines at: www.nd.gov/spo/legal/docs/200908-EPB.pdf.

Term Contract Updates

Term Contract 010—Toner Cartridges, OEM Remanufactured Biobased

This term contract was recently rebid. For new pricing and new contractor information please click here: [Pricing and Contractor Information](#).

Term Contract 131—Copier, Multifunctional Devices (Copy, Scan, Print, Fax)

This multi-functional copier and related software contract has been renewed through June 30, 2014. The current contractors are Canon, Konica, Sharp, Ricoh and Xerox. Click here for [Contract and program information](#).

Term Contract 239—Secure Document and Media Destruction

This term contract has been renewed and can be viewed by clicking on [State Contracts](#).

Term Contract 374—Vehicle Rental—Nationwide (WSCA)

When renting a vehicle outside the United States, no matter the rental company, please purchase the insurance. Below are helpful links.

www.nd.gov/risk/risk-management-fund/vehicle-liability

www.nd.gov/risk/files/Nationwide_Vehicle_Rental_Summary_06_06_2012.pdf

Work Activity Centers

We are pleased to share the new webpage related to Work Activity Centers. It can be found at: www.nd.gov/spo/agency/work-activity-center.html.